



COMMUNITY AIDE (RECRUITMENT CENTER COORDINATOR)

The City of Baltimore, Department of Human Resources, Recruitment and Talent Acquisition Division is seeking a Community Aide to serve as the Recruitment Center Coordinator. This people savvy customer centric individual will be responsible for providing overall coverage of the Recruitment Center including staffing the Recruitment walk-in center; navigating phones and assisting internal and external customers/job seekers by providing them with information and resources. The Recruitment Center Coordinator will also assist with other duties that are required by the Division.

The Recruitment Center Coordinator will work no more than **30 hours per week**.

Minimum Qualifications

Education: High school diploma or possession of a GED certificate

Experience: At least 2 years of administrative and customer service experience as well as experience with Microsoft Office Suite and multi-line telephone systems preferred.

Compensation

The hourly rate for this position is \$8.75 - \$14.18.; commensurate with experience.

For consideration, candidates should provide a letter of interest and resume by **Wednesday, December 7, 2016** to Doreen Wiggins-Kent at Doreen.Wiggins-Kent@baltimorecity.gov

Baltimore City is an Equal Opportunity Employer

